



OPEN EXAMINATION BULLETIN ANIMAL TECHNICIAN III CONTINUOUS TESTING SPOT – BERKELEY - RICHMOND

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (510) 412-5841
LABORATORY SCIENCE
850 MARINA BAY PARKWAY
RICHMOND, CA 94804

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS-FILING INFORMATION: If you meet the entrance requirements for this class and for **Animal Technician II** scheduled at the same time, you may file for both examinations on a single application. Indicate the class title(s) for which you are applying on the application Form STD 678.

SPECIAL TESTING INFORMATION: If you have a disability and need special arrangements, mark the appropriate box on the application Form STD 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES: \$2344 - \$2848 per month.

POSITION DESCRIPTION: An Animal Technician III supervises, directs, and works with a staff of animal technicians involved in husbandry of laboratory animals; assures adherence to the prescribed sanitation procedures; participates in selection and training personnel for animal care; performs laboratory and technical procedures such as euthanasia, administration of drugs under supervision, bleeding of animals, handling animals inoculated with human pathogens, and mixing precise levels of test material in feed; coordinates stock level of animals with work of the various projects and laboratories; orders adequate animal feed, bedding and other supplies for a section of the facility; assists in the preparation of standard operating procedures; recommends design or modification of laboratory animal facilities, and devices for feeding, watering, and restraint of laboratory animals; transports animals between facilities; is responsible for operation of major pieces of equipment such as autoclaves, cage washers and chlorinators; and is responsible for the operations of a breeding colony.

Positions exist in Berkeley and Richmond.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc.

Either I

Experience: One year of experience in the California state service performing the duties of an Animal Technician II.

Or II

Experience: Three years of experience in laboratory work including the care of animals in a laboratory facility. (Completion at a collegiate-grade institution of the equivalent of twelve semester hours of laboratory science or animal science courses or Certification

as a Laboratory Animal Technician by the American Association for Laboratory Animal Science may be substituted for one year of the required experience.)

TESTING INFORMATION: A candidate may be tested only once during any testing period. The testing periods for this examination are **January 1 through June 30 and July 1 through December 31.**

EXAMINATION INFORMATION: Education & Experience– Weighted 100%. This examination utilizes an evaluation of education and experience (E&E) weighted 100% and is based solely upon information provided on the application. Information provided on the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Resumes and/or attachments are encouraged and special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this bulletin.

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by depth and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Care, maintenance and habit of laboratory animals.
2. Recognition of clinical signs of illness in laboratory animals.
3. Sexing of animals.
4. Principles of effective supervision.
5. Laboratory equipment.
6. Basic principals of sanitation and disinfection.
7. Animal food preparation and preservation.
8. Structures and functions of organ systems.
9. Principals of experimental methods.
10. Department's Equal Employment Opportunity objectives.
11. A manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.

ABILITY TO:

1. Direct the work of others.
2. Follow oral and written instructions.
3. Analyze situations accurately, take effective action, and work cooperatively with others.
4. Effectively contribute to the department's Equal Employment Opportunity objectives.

SPECIAL PERSONAL CHARACTERISTICS: Keen interest in and a desire to provide humane care and treatment of laboratory animals; freedom from symptoms of allergy associated with or attributed to the presence of animals; willingness to work rotating shifts, weekends, and holidays.

ADDITIONAL DESIRABLE QUALIFICATION: Education equivalent to completion of the twelfth grade.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **24 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used by the Department of Health Services to fill vacancies in Berkeley or Richmond.

VETERANS PREFERENCE: Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points through the State Personnel Board. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

GENERAL INFORMATION:

Applications are available at the State Personnel Board office, through the internet at <http://www.spb.ca.gov/>, local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. All candidates who pass will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379